

## CHAPTER 16

### RECORDS

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#### **16-1. POOL CONSTRUCTION DRAWINGS.**

One set of as-built drawings showing plan, elevation, all details, and general information such as construction material specifications used in the facility are to be kept on file with the Facilities Engineer.

#### **16-2. PIPING DIAGRAMS.**

One general drawing of the entire piping layout (from freshwater inlet to drainage outlet) should be posted in the equipment room for ready reference by pool operators and maintenance personnel. Pool operators should study the drawing to become thoroughly familiar with the piping system.

#### **16-3. EQUIPMENT OPERATING INSTRUCTIONS.**

Copies of manufacturer's equipment operating instruction manuals will be made available to pool operators with additional copies retained in the Facilities Engineer's office.

#### **16-4. VALVE INDEX.**

A listing of all valves and their normal status (open or closed) will be posted in the equipment room for ready reference by pool operators and maintenance personnel.

#### **16-5. MAINTENANCE RECORDS.**

Preventive maintenance services are effective only if careful, accurate, and timely records are kept of work done. These records are necessary to certify that prescribed periodic servicing of equipment is being accomplished by responsible personnel and thus insure that equipment is being properly maintained. Procedures for setting up and maintaining a preventive maintenance record card system are contained in TM 5-661. Consult equipment manufacturers' publications or the above manuals for recommended preventive maintenance intervals.